

ITGS Portfolio Tips

General:

- make sure that it is about **information** technology, not just technology
- some idea of the social and ethical issues should be obvious from the title
- the news item must be directly relevant to the topic and attached to the paper

Structure:

- although the minimum word count is 800, papers generally need at least 900 words to get a high mark in criteria B, C, and D
- remember to include criteria headings for each section
- don't forget to include the News Item **after the bibliography** (summarize the article)

Tips by criterion:

A. Presentation of the Issue

- cite the news item
- include evidence of research beyond just the news item
- briefly mention different stakeholders and differing opinions on the topic

B. IT Background of the Issue

- discuss recent developments in IT that enable the technology
- discuss concepts such as techniques, specific implementations, etc (conceptual)
- discuss trends such as statistics relating to technology with citations
- analyze the entire IT background using developments, concepts, and trends
- don't use quotations
- it should be somewhat difficult to stay in the word limit, plan it carefully

C. The Impact of the Issue

- analyze the **impact** of the issue
- back up analysis with wide research and citations

D. Solutions to Problems Arising from the Issues

- clearly identify the problem
- have TWO solutions is needed
- the solutions can not be to stop using the technology
- if solution seems to not be very good, back it up with research

E. Selection and use of Sources

- have a formal bibliography with at least 4 references
- cite throughout the paper**
- MLA format

F. Expression of ideas relevant to the social issues

- just do a good job overall and you're good to go

